**Cataloging – Basics**

**(**[**http://www.loc.gov/marc/marc21-rda-vemdprs.html**](http://www.loc.gov/marc/marc21-rda-vemdprs.html)**)**

Tags – The 3-digit number followed by the names of the fields they represent

Indicators = 2 characters different depending on the tag they are with

Subfields = lowercase letter or single digit the most common are noted

Delimiter precedes a subfield ($)

Delimiter precedes subfield $≠ Fields = 3-digit numbers called tags

Indicators= 2 characters

Subfields = lowercase letter or single digit

**Required Tags:**

020 ISBN (13 and/or 10 ; 13 preferred, no hyphens)

040 Cataloging Agency (a – cataloging agency, b language of cataloging **eng**, e **RDA**, c, agency entering the record d) agency making additions or altering

100 Main Entry (if applicable) e author

245$a Title Statement

250 Edition statement (if applicable)

264 Publication information a-location ;

b publisher ; c date

300 Physical description a – extent ; b – other physical details (if applicable) c - dimensions

336 Content type

337 Media type

338 Carrier Type

490 Series Statement (if applicable)

**Optional Tags:**

022 ISSN (serials includes hyphen)

024 Other standard identifier (UPC, i.e.)

028 Publisher number (spine of DVD)

041 Language codes (a for language of item h for original if different

246 Other title information (no punctuation)

255 Cartographic mathematical data

310 Current publication frequency (serials)

362 Dates of Publication and/or sequential designation

500 General note (Includes index goes here) other notes that have no assigned tag

505 Content

508 Credit Notes (video, audio)

511 Performer note (audio, video)

520 Summary

538 System details

546 Language (foreign language note)

600 Subject – Personal name

610 Corporate name

611 Subject – Meeting name

650 Subject – Uniform Title

651 Subject-Geographic Name

700 Personal Name

710 Corporate name

711 Meeting name

830 Series: uniform title

856 Electronic Location (link to web site)

**Tags I think should be in a record if possible:**

**Book:**

020 ISBN (all that apply) subfield q qualifying language subfield z for invalid ISBN (eBooks)

040 Cataloging Source -all subfields a, b, e, c, d

082 Dewey number

100 Main entry personal name (person responsible for the work – no editors)

245 Title (as it appears on the title page) I try to always have subfield c – statement of responsibility

250 Edition statement

264 Publication Subfield a – location, if not available [Place of publication not identified] subfield b – publisher , if not known [Publisher not identified] and subfield c date.

300 Physical description all subfields that apply: a- number of pages if not numbered 1 volume unnumbered pages or if a number is known 32 unnumbered pages ; subfield b if illustrations and if in color (color illustrations) and or maps and or charts ; subfield c – dimensions given in cm

336, 338 RDA tags in books 337 is optional

490 series statement if applicable

504 Bibliography if applicable

505 Contents if applicable. Format is first letter uppercase and rest lower case, item space hyphen hyphen space

520 Summary or annotation. If taken from cover end with –publisher or –cover.

521 G

rade level and source indicator should match choice. 2 for interest level, 1 for age should be 3-digit 012-017 or 005-008

600 Subject – Personal name

650 Subject – Topical

651 Subject – Geographical

655 Genre use search, may not make-up

700 Personal names all that did not appear before, joint authors, illustrators, movie actors, producers, directors, screenwriter, etc.

710 Corporations (if applicable)

830 Uniform series title (if applicable)

**Additional tags for foreign language:**

041 Languages only used for foreign language text

240 If a foreign language title

245 a Foreign language title space =

b English translation

546 for foreign language “Text in simplified Chinese”

658 Dual immersion a Dual immersion b grade

**Tags I think should be in a record if possible:**

**Video:**

020 ISBN (all that apply) subfield q qualifying language subfield z for invalid ISBN (eBooks)

024 Standard ID (UPC)

028 Publisher Number on the spine

040 Cataloging Source -all subfields a, b, e, c, d

082 Dewey number

245 Title (as it appears on the title page) I try to always have subfield c – statement of responsibility includes producer, director, and writer.

246 Variation of title

250 Edition statement (i.e. standard or wide screen)

264 Publication Subfield a – location, if not available [Place of publication not identified] subfield b – publisher , if not known [Publisher not identified], could put distributer if available, and subfield c date.

300 Physical description all subfields that apply: a- number of discs time in ( minutes) ; subfield b sound, color, some black and white segments ; subfield c – dimensions given in inches

336, 337, 338 RDA tags

505 Contents if applicable. Format is first letter uppercase and rest lower case, item space hyphen hyphen space

508 Credits: usually editor, music composer, director, writer

511 Actors, narrator etc.

520 Summary or annotation. If taken from cover end with –publisher or –cover.

521 rating

538 format DVD and Dolby sound etc.

600 Subject – Personal name

650 Subject – Topical

651 Subject – Geographical

700 Personal names: movie actors, producers, directors, screenwriter, etc.

710 Corporations (if applicable)

**Additional tags for foreign language:**

041 Languages only used for foreign language text

240 If a foreign language title

245 a Foreign language title space =

b English translation

546 for foreign language “Text in simplified Chinese”

658 Dual immersion a Dual immersion b grade

How to begin:

1. Type title in add a title. If you find a book or movie that is the same with a different ISBN or publisher. Save and change the ISBN and publisher.
2. Remember to wait for the other databases to be searched. Keep clicking on the “Get Z-Results” it is still searching as long as the little pencil is moving.
3. If nothing then go to WorldCat. I use the ISBN first. If nothing I then use the title and other keywords. Using Boolean AND I put the title AND author, publisher, a name that is on the cover someplace.
4. If I find a record that matches I transfer the information by cutting a pasting individual tags. The tags are not listed in WorldCat you have to look at the name or title and select the corresponding tag. I use the punctuation in the WorldCat record to figure out the subfields (comes with practice).
5. In the middle of the record on WorldCat it lists libraries that have the title. Click on the book or video link and it will take you to the record if the library still has it. Some library systems allow you to choose the MARC view so you an cut and paste exactly. Some of the records are better than the actual WorldCat record (more subjects). I usually go for public libraries rather than colleges or universities. They give the Dewey number rather than the LOC number.
6. Sometimes I have to search in Google with just the ISBN or the title. That means creating the record from scratch. I sometimes go to the publisher online sales catalog to get the number of pages and the size. They often give a summary and an age range. I have cataloged Chinese records this way by switching back and forth between the translated version and the Chinese version to get the parts of the record I need.
7. I will always be happy to assist. If you want to try you hand at some let me know. I will look at it and make suggestions, needed changes or congratulate you on a job well done.

Follett Tag of of the month

<http://www.follettsoftware.com/tagofthemonth.cfm>

Cataloger’s Reference Shelf MARC 21 Format for Authority Data

<http://www.itsmarc.com/crs/mergedprojects/helpauth/helpauth/tag_list.htm>